

Food Service Monthly Audit

Auditing on the part of the Leading Mess Management Specialist and the Food Service Officer is essential in maintaining control of any Food Service Operation. The data provided to NAVSUP must be accurate in order to properly track the SIK budget. To assist you in your efforts, NAVSUP is providing the following monthly audit sheet for your use. For questions regarding this audit sheet, or any general auditing questions, you can contact NAVSUP or your local Navy Food Management Team. NAVSUP POC is MSC/SS Sneed at (717)605-5622 commercial or 430-5622 DSN. E-mail address is joseph_f_sneed@navsup.navy.mil

END OF MONTH AUDIT SHEET**MONTH** _____

<u>1046/7330 verification</u>				1046	7330	
Daily meal rate						
Surcharge rate						
<u>1046/338 verification</u>					FSO initials	
Daily head counts from 1046 match 338 daily entries						
1046 for riders have required signatures						
1046 for riders have required columns totaled						
Mess bills have been compute d and delivered with a due date of the 10th						
<u>338 verification</u>					FSO initials	
BDFA on 338 matches NAVSUP Notice 7330.						
Special/Supplemental Allowances on 338 matches NAVSUP Notice 7330						
NS 338 BF columns 13,15,17,19 are correct when applicable						
338 columns 7 thru 11 match daily 1090 head counts						
338 column 16 matches daily 1282 cover sheet						
FSO has signed each 1282 cover sheet						
338 Inv. Adj. match actual Inv. Adj.						
Inv. sheets have required signatures						
FSO has signed and dated all Inv. paperwork						
All adjustments over 5% have been researched						
All expensive meals have written explanations						
338 has all required signatures						
<u>1336/Receipt verification</u> (where used)***				RKP initials	FSO initials	
Each receipt total matches 1336 total						
Each receipt signed and dated by J.O.D.						
1336 totals match 367 entries						
Monthly receipt totals match (1336, 367, 1359)						
Certification letters and orders submitted to NAVSUP					____ FSO init.	
All adjust in excess of 5% have been investigated					____ FSO init.	
Are all Friday backup disc properly labeled and in FSO's custody?					____ FSO init.	
Are all system backup disc properly labeled?					____ FSO init.	
Is one copy of monthly system backup in FSO's custody?					____ FSO init.	
<u>Receipts</u>						
Inventory	Prev. Month		BOH		BF	Cur. Month
Repts w/chrg	1336		367		1359	
Repts w/o chrg	1336		367		1359	
Total						
Have all corrected reports from previous month been received at NAVSUP and verified?						____ FSO init.

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From Current Month's 1359		Days Operated _____		Date: _____	
		Supporting Documents		Corrected Report # _____ Merged Y/N Final Y/N	
Navy Rats Allowed		Must'r Rep		ALLOWANCES	RATIONS RATE VALUE
Other Rats Allowed		Must'r Rep		Basic Allowances	
Total Rats Allowed				Under/Over CF	
RATION BREAKDOWN				99 or less	
Navy Regular		NS 338		100 to 149	
Other (Note 2)		NS1046		Other	
Other (Note 1) (d/)		Cert. (d/)		Other	
Total Other				Other	
Total				Other	
CASH STATEMENT				Total Allowances	
Undeposited BBF		Prev. Mo. 1359		Food Cost	
Sale of Meals		1046		Under/Over Issue	
		1544		% Under/Over Issue (b/)	
Bulk Sales		Bills		% Diff. Bet. Food cost & Stores consumed	
Surcharges		1046		INVENTORY ADJ (from 5% difference listing)	
		1544		No. Adjusted	Total Carried _____%
Cash Deposited D.O.		NS470		Number of Days Since Last Inv	
Other Sales/Meals (See Note 3)				LAST FULL PHYSICAL INVENTORY	
Undeposited Sales		C/F to next		Date of Last Inventory	
RECEIPTS				Number of Days Since Last Inventory	
Inventory BBF		Prev Mo. 1359		Inventory Accuracy (c/)	_____ %
Repts w/Charge		Repts			
Repts w/o Charge		Repts			
Total					
EXPENDITURES					
Food Cost		1059		NS338	
Surveys		DD200		Comments:	
Loss w/o Survey		NS1334			
Bulk Sales		Bills			
Trans w/Reimb		NS1149			
Trans w/o Reimb		NS1149			
Inv. Bal on hand		Book Inv			
Price Adj. (a/)		Percent			
Total					
DEPOSITS					
Undeposited sales brought forward				1359	
Sale of meals	1046		1544	1359	
Bulk sales	Bills			1359	
Surcharges	1046		1544	1359	
Cash deposited	470			1359	
Certification amount	1359		Voucher number	D.O. SYMBOL	
<p>a/ Review of records must be made if over 10%. Annotate on reverse of NAVSUP Form 1359 or attached memo of findings. (P486, para 7203.6).</p> <p>b/ If over issue exceeds 2% at the end of the FY/Relief of FSO, see NAVSUP P486, para 7002.11).</p> <p>c/ Inventory accuracy of not less than 95%. (P486, para 7101).</p> <p>d/ Require Certification Letter/Orders Forwarded to NAVSUP</p> <p>Note 1: Other rations requiring Letter of Certification and Copies of Orders (see Note d above).</p> <p>Note 2: Other rations not requiring Letter of Certification.</p> <p>Note 3: Use of Line 4 in excess of \$5.00 requires NAVSUP approval with supporting documents submitted to NAVSUP.</p>					

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